

STUDENT INTERN II

DEFINITION

Under immediate supervision, is responsible on a part-time basis for collecting and assembling information to be used by technicians, professional workers and administrators; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Researches information needed by technicians, professional workers, and administrators by reviewing periodicals, obtaining research materials from libraries or reviewing technical documents;

Obtains information from citizens, applicants or public officials; prepares and mails out questionnaires; interviews citizens, applicants or public officials; summarizes information obtained and draws conclusions for review by supervisors;

Files periodicals, maps, reports, studies, contracts and other data; collects printed materials;

Assists technicians and professionals in conducting various types of inspections and investigations and in the performance of other technical duties;

Assists in improving current operating procedures, conducting program evaluations, coordinating various programs and short-term projects and maintaining inventory control systems;

Operates office machines such as calculators and duplicating and microfilming equipment; may learn to operate technical equipment such as CRT's, audio records and video equipment;

Learns to generate, verify and/or code data such as computer based test data;

Learns to provide requested technical information and assistance to organizations and individuals;

Maintains records and prepares narrative and statistical reports and other written documents;

May deliver documents to City and other officials.

GUIDELINES FOR CLASS USE

The Student Intern II class is used for training purposes only for full-time college students. Incumbents who otherwise cease to be actively enrolled in college, or who graduate, shall not continue to be employed as Student Interns and must be terminated from this classification no later than three (3) months following the time in which active enrollment ceases or graduation occurs.

MINIMUM QUALIFICATIONS

Accepted and/or enrolled full-time in an undergraduate or associate degree program in a college, university or technical school.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of basic research techniques; some knowledge of standard research sources and techniques of gathering and reporting data; general knowledge of field of academic preparation; ability to file documents accurately; ability to perform basic mathematical computations; ability to follow oral and written instructions; ability to maintain records and prepare written and statistical reports and other written documents; ability to develop and maintain effective working relationships with others.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	0782
Job Family:	Office and Administrative Support/2002
EEO Job Category:	Administrative Support
Compensation Plan:	MCP
Salary:	Range I2
Class established:	05-02-77
Current spec:	06-30-97
Commission action taken:	Review/no change
Last reviewed:	08-26-02